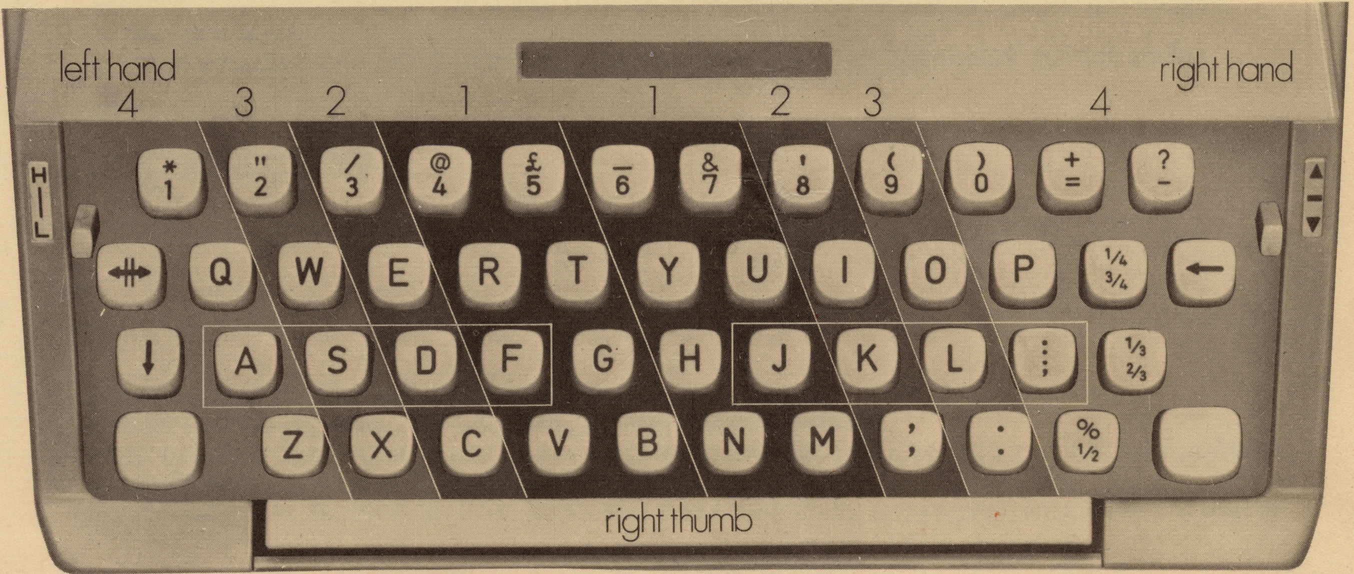
Learning to type with Imperial

KEYBOARD FINGERING CHART (Straight Fingering)


left hand
right hand
4 3 2 1
1 2 3 4
* 1
" 2
/ 3
@ 4
£ 5
6
& 7
' 8
(9
) 0
+ =
? –
Q W E R T Y U I O P
¼ ¾
A S D F G H J K L
⅓ ⅔
Z X C V B N M
% ½
H L
right thumb

We cannot over-emphasize how important it is to establish the HOME KEY position before moving on to other and greater things.
With the help of the chart, place your fingers on the eight HOME KEYS. Your little fingers should rest on "a" and ";" – "g" and "h" will not be covered.
Now proceed to type the following exercise.

Exercise 1

asdf ;lkj

A sharp hammer-like tap is required. Use the right thumb for the space. Do not forget to set your margins.
All other key reaches must be made from this position. Fingers must rest on the HOME KEYS during the keyboard learning stage and must be trained to make the correct movements to other keys from this anchor. As soon as any other key has been depressed the finger must return immediately to its home key position.

Exercise 2

(g and h) Tap "g" go back to "f". Tap "h" go back to "j". Repeat two or three times.
Type the following exercise.

asdfgfa ;lkjhj

Exercise 3

With the help of your keyboard chart learn and drill the letters shown below.

ert yui

Now type each of the following sentences *ten* times.

Julie liked the grey fairies.
The sulky girl had just fled.
The gaudy kites fell just there.
The fair Turkish jury sat daily.
Fiery Luke had jeered at the girls.
The gay lads jerked the furry kite.

Exercise 4

Learn and drill the letters shown below.

qw op,

Type each of the following sentences *ten* times.

The four girls played squash with Jake.
Jill Powell requires a good fresh turkey.
The queer people walked gaily out of jail.
Joe had paid for fowl, quail, turkeys or geese.
Huge orders for squash were just kept filed away.
They had just equipped their ski slope with a good lift.

Exercise 5

Learn and drill the letters shown below.

cvb nm

Type each of the following sentences *ten* times.

Requests were made in June for bulk delivery of cheap rugs.
The brave farm girl quickly milked the injured cow to save pain.
Kings and queens joined with the common people for every banquet.

Exercise 6

Learn and drill the letters shown below.

zx

Type each of the following sentences *ten* times.

Lions, foxes, yaks, chimps, tigers, zebras, walruses and jaguars all require very careful feeding.

Next year, I should like to travel to New Zealand, Fiji, Quebec, Portugal and Malta.

Figures

Type the following exercise.

45 67

Type each of the following sentences *ten* times.

4 apples, 5 pears, 6 oranges, 7 lemons.
3 8
3 balls, 8 bats, 4 stumps, 5, 6, or 7 players.
12 90
1 girl, 2 boys, 9 men, 29 spectators, score 0.

Additional Characters

The additional characters appear above the numbers. To obtain these signs and symbols, depress the shift key as you do for capital letters.
Familiarize yourself with these characters by using the keyboard chart then type the following exercise *ten* times.

2", 3/4 inches, 4 @ £1 each, 7 not 8 & Co., 8' (8 feet)

Spacing after Punctuation

After a full stop — 2 spaces
After a colon — 1 space
After a semi-colon — 1 space
After a comma — 1 space

Remember

The importance of the home key position.
To put your copy on the opposite side to the carriage return.
This leaflet has been designed to whet your appetite only. Should it succeed, we strongly advise that you take a course in typewriting at one of your local evening centres.

IMPERIAL

Imperial Typewriter Company Ltd.,
East Park Road Leicester LE5 4QF England.

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